

MAP DIVISION PROCEDURE MEMORANDUM NO. 29

Restricted Use of Foreign Topographic Maps.

Unrestricted use of large scale topographic maps of foreign areas tends to impair future procurement of such maps, and might cause embarrassment to the Library of Congress as well as other government agencies dealing with foreign countries. Consequently the following regulations must be carefully observed in making use of large scale (over 1:250,000) topographic maps published by official agencies in foreign countries:

1. Restrictive provisions printed on foreign topographic maps are to be observed and enforced except for captured enemy maps of World Wars I and II.
2. The Division staff is to adhere to any restrictions on the use of large scale foreign topographic maps set forth in a letter or memo of transmittal from another U.S. agency (such as State, AMS, ACIC, etc.) even though such restrictions are not printed on the maps.

To prevent the free use of such maps inadvertently, they are to be filed (by groups) in folders which are clearly labeled with the use restrictions. This labeling may be done by laminating the letter or memo of transmittal to the map folder, in a conspicuous place. When the letter contains other information or is unduly long, an abstract of its contents should be transcribed onto the map folder and a complete reference given to the letter which will then be retained in the Division files.

3. The Map Maintenance Assistant is to maintain a card file of the map set or series titles accorded such special treatment, and the Division Chief is to review the file at least once per year to determine whether the use restrictions can be removed.